

MANCHESTER BOROUGH MEETING MINUTES

225 S. MAIN STREET MANCHESTER, PA 17345

January 13th, 2025

7:00 PM

Monthly Meeting

- President Ronald Gembic called the meeting to order at 7:00 P.M. and led with the Pledge of Allegiance
- Roll Call was taken by Bradford Price

Council Members

- Adam Bowman, Mike Jackson (Absent) Bradford Price, Wendy Snyder, Ryan Neely, Ronald Gembic, Larry Weirich, Joseph Paniagua, Solicitor Beth Kern, Engineer John Rea, Mayor Michael Goodling
- Approval of Agenda/Minutes
 - A motion was made by Adam Bowman to approve the December 09, 2024 council meeting minutes as drafted. Bradford Price seconded the motion, and the motion carried unanimously.

Public Citizen Comments

- Chief Joe Stevens reported 27 calls, \$0 in loss, and 0 injuries. Chief Stevens reported that there was a total of 13 calls to the NESD schools for 2024.
- Bryan Aldinger resident of 236 N. Main St. asked if a trailer had cars on, was it allowed to be parked on the street. Lt. Archambeault stated that the trailer and vehicle would need to be registered and inspected, at which point they should be fine. Bryan Aldinger asked how long he was able to leave the vehicle and trailer parked on the street. Lt. Archambeault stated that both the trailer and vehicle need to be registered and inspected, and if they were then there is no time limit on the parking.
- Leonard Poff, resident of 111 Malvern Dr., complimented the public works team for doing a job well done on the work they are performing with the leaf collection and the snow plowing.
- Mr. Poff stated that he is having issues with NEYCSA with the requirement of closing his floor drains in his home. Mr. Poff asked the criteria for the representatives of Manchester Borough on the sewer authority board. Solicitor Beth Kern stated the requirements. Mr. Poff asked if he could file a complaint against the sewer authority representatives of Manchester Borough as he does not approve of what they are doing. Solicitor Beth Kern informed Mr. Poff to come to the Borough office during regular business hours to speak with the Borough Manager, Tiffany Mays, to file his complaint. Mr. Poff explained he feels as though he is paying for expansion to the sewer authority unnecessarily. Solicitor Beth Kern noted to Mr. Poff that his comments would be taken into council's consideration.

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Treasurer's Report:

- Balances of the accounts were reviewed for December 2024 and motions were made as follows:
 - A motion was made by Adam Bowman to approve the December 2024 account balances as read and presented. Bradford Price seconded the motion, and the motion carried unanimously.
 - A motion was made by Bradford Price to approve and pay bills as presented for December 2024. Adam Bowman seconded the motion, and the motion was carried unanimously.
 - General Checking Account (M&T Bank) Starting Balance \$367,078.84
 - Receipts for December 2024 - \$31,964.41
 - Disbursements for December 2024 were \$84,769.42 leaving \$314,273.83
 - PLGIT Accounts:
 - General \$426.46
 - PLGIT/Reserve \$13,929.12
 - Reserve \$440,105.21
 - Liquid Fuels \$216,462.34
 - Retirement Escrow \$472.59
 - Recreation Fund \$19,884.18
 - COVID/ARPA Funds \$3,744.00
 - Members 1st Money Market \$100,507.34
- Met Ed is starting the charge \$5 per bill to pay online. The only option to elevate this cost is to set them up as an auto pay function. The ACH bill threshold will be placed on the February agenda for further discussion.

Public Works:

- Monthly Report included in the council packets
- Backhoe Repair – The cost for repair before selling will be estimated to be up to \$10,000 dependent on any other issues found. The Backhoe sale discussion will be placed on the February meeting agenda for discussion for the advertisement and method of sale.
- Emergency repair was performed on the leaf box due to safety concerns.
 - A motion was made by Ryan Neely to approve the \$2,152.78 repair to the leaf box. The motion was seconded by Joseph Paniagua and the motion was carried unanimously.

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Mayor's Report:

- Police report in the council packets
- PennDOT meeting will be held on January 15th to discuss the ongoing safety concerns at the square.

Zoning, Codes, Permits, Concerns

- 1 Gate, 1 Home Addition, and 1 gas line permit approved. 45 Permits were submitted for the 2024 calendar year. 27 final inspection letters were sent to permit holders to obtain closure on the permits.
- 111 Cooper Street abatement images sent to CGA Law.

Engineer's Report:

- CDBG Main Street ADA Curb Ramps (0965.4.65.00) – Yard restoration needs to be completed. Inspection provided to PennDOT for closeout of the HOP, and the final inspection will be scheduled with the YCPC. The project will then be closed out.
- PA Small Water & Sewer Program – DCED Grant funding (0965.5.10.04) – 8 Bids were received for project 1 (Full replacement) and 2 bids for project 2 (Lining) The DCED awarded a grant for \$140,140. The grant does not cover the full cost of the replacement/lining project. Project #1 Low Bidder - J. Phillips Excavating & Hauling LLC for a bid price of \$165,075.00. Project 2 Low Bidder - National Gunite for a bid price of \$171,750.00. The Borough will need to contribute \$25,000 to the project.
 - A motion was made by Adam Bowman to approve Manhaven Stormwater Project 1 in full to the apparent low bidder J. Phillips Excavating & Hauling at a bid of \$171,750.00, with Manchester Borough contributing the remaining cost from the Liquid Fuels account. The motion was seconded by Ryan Neely, and the motion was carried unanimously.
- NEYCSA – Updates to the Musser Run pump station will be forthcoming.
- C.S. Davidson Inc. worked with Pennoni group to provide alley information, and had conversation with Beshore & Koller Inc. regarding a SALDO plan for proposed constructing.

Solicitors' Report:

- Bidding threshold review discussion. Any purchases or contracts that are below \$12,900 require no formal bidding or quotation. If a purchase or contract between \$12,900 and \$23,800 3 quotations are required before moving forward. Anything over \$23,800 requires formal sealed bidding.

Manager's Report:

- Markle Security work completed for the front office door.
- Liquid Fuels audit was completed and successful. There were no findings.

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- C.M. High Repair for 5 S. Main St. Ped Head struck by a motor vehicle. Tiffany Mays proposed to have the repairs completed and sent through insurance. Tiffany Mays also suggested that we place a traffic camera for incident review only. This item will be placed on hold for the February council meeting.

Recreation & Park

- Proposed Recreational Center Contract – A copy of the proposed contract was provided to the solicitor for review prior. Solicitor Beth Kern suggested the word “Disclaimer” be removed, and the review the following sentences for clarity. Joseph Paniagua noted checking the spelling.
 - A motion to approve the proposed recreation center contract with amendments was made by Adam Bowman. The motion was seconded by Joseph Paniagua and the motion was carried unanimously.

Unfinished Business:

- A motion to adopt/reject Ordinance 2025-01 Establishing a Volunteer Tax Credit Program
 - A motion was made by Ryan Neely to adopt Ordinance 2025-01 Establishing a Volunteer Tax Credit Program. The motion was seconded by Bradford Price and the motion carried unanimously.

New Business:

- Adopt/Reject Resolution 2025-1 Establishing program criteria for the volunteer service credit program.
 - A motion was made by Adam Bowman to adopt Resolution 2025-1. The motion was seconded by Ryan Neely and the motion was passed unanimously.
- A motion to accept/reject Tax Collector Kelly Neely’s resignation. Solicitor Beth Kern reviewed the requirements of accepting a Borough Officials resignation. Tiffany Mays has had discussions with York County Tax Office to gauge interest in collecting taxes for Manchester Borough. York County has agreed to accept and take over collection for Manchester Borough. York County Tax office presented 3 agreement options for the council’s review. Agreement #1 – Real Estate Tax collection only. Agreement #2 all taxes collected by the York County Treasurer’s office. Agreement #3 all tax collection with an indemnity clause.
 - A motion was made by Adam Bowman to accept Tax Collector Kelly Neely’s resignation. The motion was seconded by Bradford Price. The motion was carried. Ryan Neely abstained the motion due to his relationship with the tax collector.
- A motion to accept/reject Resolution 2025-2 Authorizing and Approving a tax collector agreement with York County Treasurer’s office for collecting the 2025 taxes

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- A motion was made by Adam Bowman adopting Resolution 2025-2, authorizing York County Treasurer's Office to collect taxes for the 2025 year for Manchester Borough and accepting Agreement #3 with indemnity clause. The motion was seconded by Larry Weirich and the motion carried. Ryan Neely abstained from the motion.
- Heritage Lawn Care Proposal #349635 for annual vegetation control
 - A motion was made by Adam Bowman to approve proposal #349635 from Heritage Lawn Care. The motion was seconded by Ryan Neely and the motion carried unanimously.
- Holiday & Shift Differential Discussions – Ronald Gembic would like council to consider off shift and Holiday pay for the public works department who are called out to handle immediate concerns that cannot wait until regular business hours. This topic will be placed on the February agenda for further discussion.

An executive session was entered into at 8:37 p.m. to discuss potential land acquisition. The executive session ended at 8:53 p.m.

There being no further business, a motion for adjournment at 8:54 P.M. was made by Adam Bowman with a 2nd from Joseph Paniagua. The motion carried unanimously.